



Membership Coordinator

Title: Membership Coordinator

Status: Department Staff (Paid) Employee

Requirements:

- Associates Degree; two-year college degree; comparable experience;
- Strong multi-tasker, highly prioritized, flexible in day-to-day tasks
- Must have knowledge of all Microsoft Office applications
- Able to bend, twist and lift with items of various weight and sizes
- Meet employee background check standards & drug-screening.
- Honorably discharged military veteran (not mandatory);
- Familiar with The American Legion

Probation Period: Up to 6 months

Supervisor/Rater: Department Executive Director

Evaluated: Six-months probationary; annually thereafter

Hours: Full-time position, 37.5 - hour weekly routine; additional hours as required. Some evenings and weekends. Overtime hours granted upon request.

Duties:

- Runs day-to-day operations of the TAL and SAL Membership office;
- Runs operations of the Department Membership Program and office;
- Creates and maintains weekly membership reports and communicates with Department leadership
- Collects and compiles all reports and member reports and communicates this with National Headquarters
- Works with all levels, individuals, posts, districts, Department and National liaisons on membership processing and issues that arise
- Handles membership operations and materials to ensure all annual TAL and SAL membership reports are completed and coordinated such as Close of Books.
- Carries out such administrative duties as may be assigned by the Executive Director.
- Coordinates with the TAL and SAL Membership Chair to assist with developing the annual membership plan as requested and remains in constant contact with the director throughout the year.

Compensation: Health insurance, dental insurance, vision insurance, life insurance, 401k, plus salary commensurate with experience and performance